CHAMPION YOUR CITY
NCAA® SITE SELECTION PROCESS
2023-2026
NCAA MEN’S LACROSSE CHAMPIONSHIPS
SPORT SPECIFIC INFORMATION
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Appendices

- Appendix A  Facility Power Verification
- Appendix B  Best Lighting Practices
SECTION I: ANCILLARY EVENTS

OPEN PRACTICE
The host site will be responsible for providing facilities and staff to support open practices Friday of the championship weekend. This event will serve as an official opening of the Men’s Lacrosse Championship and a formal welcome to the student-athletes and fans. Alternate plans must be available in case of inclement weather.

AUTOGRAPH SESSIONS
If requested by the NCAA, the LOC/host shall be responsible for providing mutually agreed upon space and volunteer staff for an autograph session location or locations that may take place simultaneously. The LOC/host or facility shall provide at no charge all table, linens, chairs, pipe and drape, stanchions, security and hydration for all locations. The NCAA will provide guidance and approvals for these areas, but may ask the LOC/host representative to be the lead organizer and day-to-day contact for these.

STUDENT-ATHLETE BANQUETS OR RECEPTIONS
The host site will be responsible for providing, at no cost to the NCAA, banquet or reception space and volunteer staff for all participating student-athletes, coaches and support staff, the NCAA staff and committee, the LOC and NCAA affiliated organizations (e.g. coaches associations and equipment suppliers). The space chosen should showcase the host city or provide a unique experience for the student-athletes. The event will take place on Thursday evening for Division I and Friday evening for Division II and III. Total attendance for each event is projected to be approximately 250 (subject to change).

FAN FESTIVAL
The host site will be responsible for providing space at no charge and volunteer staff to support an interactive fan festival, which shall be produced by the LOC and a designated production company at the sole direction of the NCAA. The space chosen should be conveniently located to the arena. The fan festival should be fully operational for the duration of competition. The fan festival will provide fans the opportunity to enjoy lacrosse-related programming and interatives, view historical and corporate partner driven exhibits, participate in interactive games from numerous sports, eat, relax and enjoy a fun, family-oriented atmosphere when they are not viewing championship competition.

1. Availability
   a. Move-In/Move-Out. The facility shall be available for move-in no later than 8 a.m. five days before the start of competition at the NCAA Divisions I, II and III Men’s Lacrosse Championships. Move-out will conclude by noon two days after the completion of competition at the NCAA Divisions I, II and III Men’s Lacrosse Championships.
b. **Financial Arrangements.** The venue and services (e.g. rental fee, utilities expense, staffing, parking, security, internet, etc.) outlined below will be provided at no cost to the NCAA or the NCAA’s production company.

2. Facility Specifications

a. **Facility Space.** A minimum of 100,000 square feet of space for use as the NCAA fan festival area and to host various interactive and on-stage events. This space will ideally be adjacent to the competition arena, but must not be outside of a one-half mile radius of the facility.

b. **Indoor or Outdoor Space.** For host cities that are in warmer climates (anticipated daytime temperatures in the 60’s or above) outdoor space will be considered and should be provided as an option. However, the preferred space would be in an adjacent convention center or large hall which could provide 100,000 square feet of lighted, heated, barrier-free space which is in compliance with all applicable city, state or Federal laws and regulations, including those concerning access for the disabled.

c. **Exclusivity.** Confirmation that no agreement or understanding will be made that would entitle any corporation or third party to contract space within the chosen facility or in the same outdoor space as the NCAA fan festival without the approval of the NCAA.

d. **Office Space.** Office space for the NCAA and any affiliated production companies, preferably overlooking the fan festival space, will be provided whenever possible.

e. **Utilities.** At no cost to the NCAA or its designee, the NCAA fan festival venue shall provide sufficient utilities including electrical power, water hookups, internet access for all participants in all areas and phones as needed to execute the event. If the space is outside, the LOC will also take financial responsibility for providing power even if this entails bringing in portable generators.

f. **Stage and Décor.** The local organizing committee or facility shall provide, at no charge, a temporary stage (approximately 20’ x 30’) with risers and roof, if outdoors, for use during the duration of the fan festival. The local organizing committee or facility shall also provide, at no charge, all stage décor necessary for the production of stage events. These needs include, but are not limited to: carpeting; pipe and drape; couches; director's chairs; a podium and decorative plants.

g. **Tables, Chairs, Pipe and Drape.** The local organizing committee or facility shall provide at no charge all tables, chairs, pipe and drape for the fan festival as well as all chairs for the audience in the stage area of the fan festival (approximately 500-2,000 chairs).

h. **Restrooms.** If event is held outside the local organizing committee or facility shall provide at no charge portable restrooms to accommodate a flow of up to 10,000 participants per day.
i. **Drayage.** No charges will be assessed for drayage on incoming and outgoing shipments to and from venue docks or parking lot.

j. **Video/Sound/Public Address System.** Except for use by the facility in the event of any emergency, the NCAA shall retain sole, exclusive and complete control over the video, sound and public-address systems and all other audible or visible information or communication systems in the facility.

k. **Audio-Visual.** The NCAA has the ability to select and contract with an audio-visual company of its choosing. If the NCAA fan festival venue’s audio-visual company is selected, it agrees to provide the NCAA and its designee with a twenty percent (20%) discount on all audio-visual spending.

l. **Security.** The facility shall have a comprehensive security/emergency-situation plan. In addition, at no cost to the NCAA, the facility of the LOC shall provide all security personnel and equipment (e.g. magnetometers, wands, perimeter fencing if outdoors, etc.) deemed necessary by the NCAA after receiving consultation and recommendations from the venue.

m. **Products.** The NCAA, its designated representatives and/or official corporate partners shall have the right to provide complimentary sampling of food and/or beverages and other products/services of its choice at the NCAA fan festival venue without limitation. There shall be no limitations on the size and amount of sampling and no fee shall be required to be paid to a concessionaire or any other party.

The NCAA and its designated representatives shall also have the right to serve food and beverages of its choice inside the volunteer break room, band/performer holding room and all offices occupied by the NCAA or its designated representatives.

The NCAA and its designees, including its official corporate partners, shall have exclusive rights to all food and beverage branding within the venue, including equipment (e.g., vending machines, soft drink fountains, etc.), cups, tableware, etc. Such branding shall have commercial marks as directed and provided by the NCAA (e.g., Coca-Cola, if a corporate partner of the NCAA at the time of the event). In the event the venue has food and beverage branding that is competitive with the NCAA’s official corporate partner, such branding shall be covered at the venue or LOC’s expense.

The NCAA and its designated representatives shall have the right to bring in a restaurant and/or food/beverage category partner(s) (i.e., official NCAA sponsor in the restaurant service, food and/or beverage categories) that will have the ability to distribute and/or sell any size or type of
food or beverage. The restaurant, food and/or beverage category partners will not be subject to any sampling restrictions and will retain the revenue from their sales.

The NCAA and its designees shall have no obligation to make any payments to the venue or its concessionaire or any third parties with regard to sampling or NCAA restaurant, food and/or beverage category partner sales, or other sales or giveaway by the NCAA or its sponsors or other designees. For clarity, this clause shall apply to the primary NCAA fan festival venue and all adjacent and related areas.

n. **Coordination of Events.** If outside entities around the stadium are planning tailgating style activities associated with the championship, the LOC should make the NCAA and their designated production company aware of this and work with both parties for possible incorporation or at least non-competition.

3. **Staffing**

a. **Local Production Manager.** The local organizing committee shall provide one person to serve as the primary point of contact for the NCAA and/or their designated fan festival production agency and to serve as a local production manager for the fan festival. This person’s responsibilities may include, but are not limited to: procuring the appropriate space and permits, regular conference calls with the NCAA and the fan festival production agency, providing local celebrities and entertainment options, coordinating host displays, coordinating transportation and/or signage guiding fans to the event, and serving as the primary conduit of fan festival information to and from the local organizing committee and host facility. Primary oversight of the fan festival will be handled by the NCAA and its designated production agency, however the local production manager will play an important role in shaping the event to meet the unique needs and opportunities of the host community.

b. **Staffing.** The facility or local organizing committee shall provide and pay for all services deemed necessary for the NCAA fan festival area by the NCAA or its designee including, but not limited to: security, janitorial services, ticket sellers, ticket takers, a first-aid room staffed by paramedics or other certified emergency medical personnel, maintenance and cleanup for all areas used by the NCAA or its patrons (e.g. restrooms, concession stands). All such personnel are to be under the sole direction and control of the facility or LOC and are not to be considered employees or agents of the NCAA or its designee.

4. **Merchandising.** The NCAA, or its designee, shall have the exclusive right to market and sell products licensed by the NCAA and will administer all souvenir merchandising within the contracted space. The NCAA and its designee shall have no obligation to make any payments to the venue or its concessionaire or any third party with regard to merchandising or other products.
5. Advertising.

a. No promotional, public relations, political, marketing, sponsorship, advertising or similar activity shall take place at the NCAA fan festival venue area during the time the venue is leased to the NCAA without the express written advance approval of the NCAA. Without limiting the generality of the LOC/venue obligations in paragraph 5b, immediately below, alcohol, tobacco and gambling related advertising shall be covered at the NCAA fan festival venue at the LOC’s expense.

b. Unless specifically authorized by the NCAA, no advertising, banners, signs, inflatables, projections, kiosks, promotional areas, decals, window clings, lighting, marketing street teams, branded food and beverage equipment, branded food and beverage equipment logos, brand identification or other displays of any kind shall be hung, posted or displayed anywhere at or adjacent to the NCAA fan festival venue during the dates the venue is leased to the NCAA, other than advertising, banners, signs and television/radio/Internet/sponsor banners and other displays approved in advance by the NCAA or its designee. Any advertising, banners, signs or displays (other than those approved by NCAA in advance) shall be covered by the venue at its (or the LOC’s) expense, as designated by the NCAA.

c. Except for use by the NCAA fan festival venue in the event of an emergency, the NCAA shall retain sole, exclusive and complete control over the video, sound and public-address systems and all other audio and/or visual information or communication systems in the NCAA fan festival venue.

d. Without limiting the generality of the NCAA’s other rights stated herein, an NCAA sponsor (or other NCAA designee) shall be permitted to provide recycling bins to be used to collect recyclable materials during the NCAA fan festival (and, unless otherwise agreed with the NCAA, the venue shall be responsible for recycling such bins and their contents).

6. Promotions and Community Awareness. The LOC, at its expense, shall work in cooperation with the NCAA and/or its designees to market and promote the event in the local community through a comprehensive cross platform marketing, public relations, digital and media campaign. All LOC promotional efforts shall be subject to the NCAA’s advance review and approval, which may be granted or withheld in its sole discretion.

7. Parking. The NCAA requires space for visitor, staff, contractor and delivery parking.

a. Tractor-trailer and Box Truck Space. Space for several tractor-trailers and box trucks to load-in, load-out and, if necessary, park will be provided at the facility at no cost to the NCAA. Since certain tractor-trailers and box trucks may be used as part of a permanent NCAA fan festival
display inside of the NCAA fan festival, an adequately sized entry to the facility for these vehicles should also be provided.

b. Staff and Contractors. A minimum of 75 parking spaces located in close proximity to the fan festival shall be provided for staff and contractor parking and will be provided throughout the load-in, event, and load-out at no cost to the NCAA.

8. Street Closures and Permits (for outdoor venues). As needed, the LOC shall work with the NCAA or its designees on street closures and permits of any kind. If any streets are deemed necessary to close, the LOC will work with local officials and law enforcement to secure the needed permits and staff required to complete and enact these closures. The LOC and venue shall pay all permitting costs.

9. Food and Beverage Vendors. The NCAA or its designee shall control all food and beverage rights at ancillary events. Also, the NCAA may restrict the sale of certain food and beverage products within the ancillary events if they conflict with NCAA corporate champions or partners. For clarity, there shall be no food and beverage buyout required in the ancillary events, and the NCAA shall have the ability to (a) allow its quick-service restaurant or casual dining sponsor to serve food within the ancillary events with no buyout; (b) to bring in selected food trucks or vendors for event guests; and (c) bring into the ancillary events outside food and beverage for staff, crew and volunteer meals if desired. Additionally, the NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at ancillary events. The venue, LOC and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

10. Content Rights. The NCAA and/or its designee shall have the exclusive rights to produce, capture, reproduce, display, broadcast and otherwise use and distribute all images, photographs, data, footage, information and other content on and of the venue from the NCAA fan festival and all other related events (Content) on all existing and future media outlets and platforms, including, but not limited to television, radio, Internet and mobile/wireless (and the NCAA and its designee shall not be required to pay any fees or other compensation to the venue, the LOC or any other parties with respect to the Content). The NCAA and its designee shall have the sole right and authority to designate usage of all radio and Internet broadcast, television and other media broadcast space and press locations and work areas. Except to the extent otherwise expressly agreed in writing by the NCAA, the venues and the LOC shall have no license or other rights in or to any Content, and to the extent any Content rights vest in the venue or LOC (e.g., via operation of law), the venue and LOC agree to assign all such rights throughout the world to the NCAA in perpetuity.

11. Public Performance License. The venue shall secure and maintain in place at its cost all music public performance licenses, permits and/or ordinance exemptions necessary to cover all music performed or otherwise played at the venue.
12. Weapons/Firearms. The venue and LOC shall ensure that subject to applicable law, the NCAA shall be permitted to prohibit the possession of firearms, guns or weapons of any kind and remove anyone from the venue who fails to comply with such prohibition. NCAA and its designees will be permitted to post signage and other written communications, and make related verbal communications, at each entry or exit point of the venue for the purpose of informing patrons and other individuals that firearms are not permitted in the venue.

YOUTH CLINICS/TOURNAMENTS
The host site may be responsible for providing space for and promoting local youth participation in a clinic or tournament. A primary person(s) of responsibility along with volunteer support staff may also be necessary. Each year, youth clinics, held at selected NCAA championships, serve youth who engage in fun and challenging sports-skill, life skill and conditioning sessions conducted by top collegiate coaches and student-athletes. Parents have the opportunity to discuss with clinic staff issues regarding youth sports such as nutrition, sportsmanship, college recruiting, compliance and eligibility, and injury prevention.

NCAA COMMUNITY PROGRAMS
The host site may be responsible for assisting the NCAA with the Community Program initiatives. That would include identifying a primary person of responsibility to work closely with the NCAA Community Programs staff in securing local volunteers and activation space in your community. The NCAA, through the community program, is partnering with various national organizations to engage local student-athletes, coaches and community volunteers and educate them through service learning on ways to empower the community through social responsibility that focuses on community service and sustainability. The NCAA is committed to leaving a legacy that will continue to reach a diverse segment of the local community.
### SECTION II: CHAMPIONSHIP STRUCTURE

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SECTION III: NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate champions or corporate partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link:

NCAA Corporate Champions & Partners

LOCAL CONTRIBUTOR PROGRAM

Currently, local corporate entities are not permitted to utilize the NCAA’s registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

Local contributors may only be referred to as “local contributors of the LOC”. Local contributors may not use the word “official,” “official sponsor of” or “corporate champion/partner” in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.
SECTION IV: FACILITY REQUIREMENTS

A member institution or member conference of the NCAA must be designated as the host institution/conference for the Men’s Lacrosse Championships. The administration of the championships is under the authority of the NCAA Divisions I, II and III Men’s Lacrosse Committees, subject to final authority of the NCAA Division I Council and the NCAA Divisions II and III Championships Committees. All activities and events associated with the Men’s Lacrosse Championships are to be approved by the lacrosse committees.

FOOD AND BEVERAGE CONCESSIONS

1. The facility shall retain, operate and control all food and beverage concession rights subject to the provisions of this section, and otherwise in this document.

2. The facility or its concessionaire shall provide food and beverage in all refreshment areas, restaurants and suites at costs comparable to the most favorable price for other customers during other events in the stadium.

3. No food, beverages or merchandise of any nature may be vended or dispensed in the seating areas. Vendors may not remain in the seating areas from the pregame introduction of players until the beginning of each intermission and from the time a team returns to the field following each intermission until the end of the game.

4. All specialized beverage cups used during the championships by the stadium food concessionaire shall be purchased through an NCAA licensee.

5. In order to be eligible to engage in the sale of alcohol during a NCAA division I championship event or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue, and alcohol concessionaire:
   • Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular season athletic events at the same venue and be properly licensed by the local and state authorities to carry on such operations.
   • If applicable, any event venue that is not owned or controlled by the host institution (“non-host venue”), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
   • The alcohol management policy of the host institution, event venue, or alcohol concessionaire (whichever may be the case) must address the following:
     ○ Prevention of alcohol sales to visibly intoxicated patrons
     ○ Prevention of alcohol sales to minors
     ○ Serving sizes and quantities
     ○ Alcohol sales cut-off time
Outside beverages
- Security and disturbances
- Alcohol management training requirements for employees
- Beer and wine (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to
general attendees, and hard liquor is only permitted in designated suite and hospitality areas.
- Sale of alcoholic beverages by roving vendors (e.g. hawking) is prohibited within the spectator seating.
- Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance
  Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue
  Alcohol Agreement(s) must be submitted to the NCAA.
- Prior to the event, copies of the concessionaire’s, host’s, and/or venue’s certificates of insurance (to the
  extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements
  set forth in their respective Indemnity and Insurance Agreements.

MERCHANDISE CONCESSIONS

The NCAA retains the exclusive rights to sell souvenir products at all rounds and sites of the 90 National Collegiate
Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to
sell items provided by the official NCAA event souvenir merchandiser.

GENERAL FACILITY SPECIFICATIONS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments
   offer equal access and services to people who are physically and mentally disabled. The facility must agree
   that it will be in compliance with all applicable city, state or Federal regulations concerning access and seating
   for people with disabilities.

2. The host and sponsoring agency agrees that the facility shall be available for the exclusive use of the NCAA
   starting at noon the Wednesday prior to competition through 10 p.m. Monday for the purpose of preparing for,
   practicing for and conducting the semifinal and championships games. During this period of time, the facility
   will be clean and accessible, and playing conditions must be safe and of championship caliber. The sponsoring
   agency must agree that throughout the championships weekend, the facility will be lighted and heated in the
   standard manner, and that the scoreboards and public-address system will be in good working order.

3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility
   and parking lots or the component products, equipment, materials, designs and constructions.

4. The game field shall be arranged in accordance with the NCAA Men's Lacrosse Rules as far in advance as
   possible but no later than the Thursday prior to competition.

5. The facility and host shall be responsible for the removal and/or covering of any existing signage at the
discretion of the NCAA.
6. The facility must be modern, clean and accessible.

7. The facility must have a comprehensive security and evacuation plan in case of emergencies.

8. All seats in the facility shall be under the control of the NCAA for its exclusive use during the tournament. Minimum seating capacity of 20,000 (at least 15 percent of capacity shall be premium seating, this may include suite seating)

9. The host venue will provide the NCAA with private use of a minimum of four corporate suites (if applicable) at the game facility prior to and during the competition. All suites must overlook the playing field and be as close as possible to midfield, if available, to be accessed solely by representatives of the NCAA, providing for private use by the NCAA as needed for business meetings prior to and during the competition.

10. At the discretion of the NCAA, practice sessions may be open to the public free of charge. Programs, merchandise and concessions may be sold in accordance with the terms hereof.

11. The facility must furnish the following locker room accommodations:

   a. A minimum of four spacious locker rooms, with shower/toilet facilities, and towels must be available for teams. Signs with the teams’ names must be affixed to each respective locker room door.

   b. Locker room space for a minimum of eight game officials.

   c. For all product placed in the locker rooms, please make best efforts to consider and utilize NCAA Corporate Champion/Partner product if applicable.

13. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:

   a. An athletic training room.

   b. Press box media space for 200.

   c. Media work room for 200 with appropriate lighting, heat, air conditioning and toilet facilities. In addition, monitors shall be available to carry the television broadcast and postgame interviews.

   d. Photographer space on the field opposite benches outside the six-yard restraining lines from the sideline.

   e. Interview area for 100 with dais, podium and audio equipment. In addition, television platforms should be available in the rear of the room.

   f. A video distribution area adjacent to the interview area.
g. One area of private office space, with telephone (one line) and Internet access (wireless or a minimum of 6 Ethernet lines), for use by the NCAA.

h. A results control area containing two photocopy machines with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 60 per minute. The facility shall be responsible for the installation, service costs and paper for these machines during the championships. Each machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available Saturday, Sunday and Monday as scheduled by the NCAA.

i. The facility shall provide Internet lines as required by the NCAA.

j. The NCAA requires an in-house communication system (cellular telephones or hand radios).

k. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500 square feet of space.

l. An on-site meal area and work space for 50 television production crew members.

m. Production space for 5-7 Van Wagner Sports & Entertainment and Game Presentation staff for one week leading up to the championship and throughout. Should include hardline internet access and preferably fiber lines to the control room.

n. One windowless 10’ x 10 or larger soundproof room for game presentation video shoots.

o. One “green” room or space in close proximity to the playing surface to accommodate 10-15 people, preferably with restroom facilities, for pregame/halftime talent.

14. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA.

15. The facility shall provide 50 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA. In addition, parking for television production vehicles -- a minimum of 250 linear feet for parking, immediately adjacent and accessible to the stadium, for two 60-foot trucks.

16. The facility shall provide, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of color television and radio broadcasts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:

a. Minimum lighting requirements that can be found in the NCAA Best Lighting Practices lacrosse documents. (See attached)
b. 110-volt electrical outlets in all working press areas, with the minimum requirement being one outlet for every telephone in the working press room and on press row (or two inputs for every two seats in both of these areas).

c. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room, NCAA meeting room, NCAA suite and other special media areas.

d. A completed power verification form to ensure the facility has the power requirements needed to meet television’s needs. (See attached)

17. The NCAA owns the exclusive rights to broadcast the games on television, radio, the Internet and any other form or medium now known or hereafter discovered, to record the games and broadcasts thereof and to photograph the games by means of still, videotape or other motion-picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and press locations, tables, and work areas. The venue must meet and abide by all television guidelines as indicated in the Championships Bid Specifications document.

18. The facility and host agree that all revenues derived from suites, including, but not limited to, revenues from tickets for suite admission and from the resale of suites, shall be added to, and form part of, the championships receipts hereunder, and that all users of the suites shall purchase tickets to access suites for attendance at all games played in the championships.

19. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost. The venue or its official concessionaire will provide food and beverage (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its official concessionaire) offers or makes available to other clients that have used, or will use, the venue. The facility shall provide, at no cost to the NCAA, a minimum of two private meeting rooms for a minimum of 200 individuals shall be reserved within the competition venue for hospitality purposes. The competition venue agrees that it shall not permit any corporation or other third party to be entitled to hospitality, entertainment or signage privileges in the competition venue and entire competition venue property (e.g., suites, restaurants, parking lots, frontage property and any other adjacent areas that the competition venue shall make available to the NCAA), nor shall the competition venue limit or prohibit the ability of the NCAA, in its sole discretion, or its designees to access and offer such hospitality, entertainment or signage.

20. **NCAA specifications require that the NCAA control food and beverage choices for on-field sidelines and for designated hospitality.** Alcoholic beverages shall be permitted to be sold and dispensed for consumption in limited areas of the stadium complex. See item twelve (12) in this section for more details.

21. The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the competition venue and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and beverages of its choice in any areas other than those for general fan concessions including, but not limited to, the locker rooms, media refreshment area, other working areas, private suites or gathering areas, hospitality space and office space as noted herein. If NCAA Corporate
Champion/Partner requests to sample/sell product within venue footprint for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters.

22. Due to the culture of men’s lacrosse, the NCAA has established a re-entry policy. For Saturday and Sunday competition only, all fans will be hand-stamped upon initial entry to the stadium. A hand-stamp and valid ticket will be required for re-entry during game one and in-between the two games each day. There shall be no re-entry for Monday's game.

23. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available leading up to and throughout the championship, inclusive of any new inventory that may be added by the venue after this bid document is signed.

24. The competition venue, at its expense, shall provide video boards, LED boards, video camera equipment, green screens, lighting equipment (gobos, spotlights, lighting kits, etc.), audio equipment (to include wireless microphones, boom mics, IFB's, etc.), clear com/radio communications, closed captioning, etc. for NCAA use. The NCAA shall provide and control all content displayed on the boards. The competition venue, at its expense, shall provide a full in-venue production / control room staff for all NCAA load-in and event days (e.g., game days, open practice days, ancillary event days). In addition, the host shall provide access to and use of control room equipment & staff prior to the Division I, II, and III Men's Lacrosse Championships for any pre-production needs. Any new technologies or additional staffing resources that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production.

25. Minimum equipment requirements include: character generator, HD video playback server-capable of storing at least six (6) GB of content, video switcher-capable of handling at least six (6) sources, video replay machine capable of four (4) in and two (2) out, four (4) cameras, a Multiview monitor and an audio playback device. Minimum personnel requirements include: director, technical director, video playback operator, LED/ribbons operator, character generator operator, replay operator, audio operator, control room EIC, four (4) cameramen, two (2) utilities and a CJ/music playback operator.

26. As requested, the NCAA requires the LOC to work with the applicable local or regional government to establish and implement an anti-ambush marketing clean zone within an area surrounding the competition venue and Fan Fest location.

27. If available an in-venue studio host position be available to ESPN at no additional cost.

28. If available an in-venue video review system be available for championship use at no additional cost.
SECTION V: LODGING

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties Anthony Travel should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. Anthony Travel will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying with all requirements in the contract terms as presented in the sample contract.
Sample Hotel Room Block

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teams</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td>340</td>
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<td>420</td>
<td>20</td>
<td>c/o</td>
<td>c/o</td>
<td></td>
</tr>
<tr>
<td>Headquarters/Officials</td>
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<td>6</td>
<td>20</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td></td>
<td>c/o</td>
<td>c/o</td>
<td></td>
</tr>
<tr>
<td>Officials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>c/o</td>
<td>c/o</td>
<td></td>
</tr>
<tr>
<td>Corporate Partners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td>10</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>6</td>
<td>220</td>
<td>400</td>
<td>490</td>
<td>490</td>
<td>490</td>
<td>20</td>
<td>c/o</td>
<td>c/o</td>
<td></td>
</tr>
</tbody>
</table>

1 Room Types: ___ Doubles, ___ Kings, ___ Suites, ___ Other (please explain)

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue.
All hotels shall be in close proximity (ideally within walking distance) from the stadium. The team hotel(s) must be of comparable quality and distance from the stadium. A minimum of sixty double/double sleeping rooms for each DI team and forty-five double/double rooms for each DII and DIII team is required. Two complimentary bedroom suites (for the head coach and the administration) are recommended. The rooms at the headquarters hotel may be a combination of Kings and doubles. An estimate for the NCAA room block at the headquarters hotel and the team blocks at eight separate hotels is as follows:

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headquarters</td>
<td>6</td>
<td>20</td>
<td>60</td>
<td>70</td>
<td>70</td>
<td>70</td>
<td>20</td>
</tr>
<tr>
<td>DI Team #1</td>
<td>0</td>
<td>50</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>c/o</td>
</tr>
<tr>
<td>DI Team #2</td>
<td>0</td>
<td>50</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>c/o</td>
</tr>
<tr>
<td>DI Team #3</td>
<td>0</td>
<td>50</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>c/o</td>
</tr>
<tr>
<td>DI Team #4</td>
<td>0</td>
<td>50</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>c/o</td>
</tr>
<tr>
<td>DII Team #1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>45</td>
<td>45</td>
<td>45</td>
<td>c/o</td>
</tr>
<tr>
<td>DII Team #2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>45</td>
<td>45</td>
<td>45</td>
<td>c/o</td>
</tr>
<tr>
<td>DIII Team #1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>45</td>
<td>45</td>
<td>45</td>
<td>c/o</td>
</tr>
<tr>
<td>DIII Team #2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>45</td>
<td>45</td>
<td>45</td>
<td>c/o</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
<td>220</td>
<td>400</td>
<td>490</td>
<td>490</td>
<td>490</td>
<td>20</td>
</tr>
</tbody>
</table>

Note: Some Divisions II and III teams may arrive Thursday based on proximity to the city in which the championships are being held.

The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.

☐ YES  ☐ NO  ☐ NO with Exception

Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.
SECTION VI: MEETING SPACE NEEDS

During the event, the host city shall provide, free of charge, a space for administrative, officials and NCAA/Staff Committee meetings. This space will ideally be at the competition site and shall accommodate 40 people.

Additional space is also needed in the stadium and at the headquarters hotel during the week of the event for the following functions: 1) Team meetings for each competing team to accommodate approximately 60 people; and 2) Alumni reception with approximately 200 people.

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SECTION VII: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Lodging (room and tax) and stipend for the assignors and rules secretary.
4. Transportation, lodging (room and tax) and per diem for the NCAA Men’s Lacrosse Committees.
5. Awards for the participating teams.
6. Promotional assistance, including NCAA signage.
7. Media coordinator.
8. Official souvenir program and merchandise.
10. Mementos to the official traveling parties of the participating teams.
11. Funding for a city-wide decoration effort (e.g., street pole banners, airport signage, etc.).
12. Volunteer apparel.
13. Funding for promotional efforts.
14. Lacrosse balls and goals (provided by STX).
15. On-field DASANI product.
16. Ball person attire.
HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Key personnel – all workers and all other volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Hospitality for media, committee, staff, volunteers (NCAA provides funding).
11. Media room (fully equipped).
12. Media seating/work area with constant refreshments.
13. Tickets.
14. All computers, printers, video equipment, photocopy machines, telephone lines, internet lines, etc. necessary to administer the championships, and as may be required by the NCAA.
15. Appropriate directional signage within and outside the venue.
16. Head table personnel (e.g., public address announcers, official scorer, etc.).
17. Athletic training staff.
18. Other items as later requested by the NCAA.
The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.

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SECTION VIII: SCHEDULE OF EVENTS

WEDNESDAY
- NCAA staff arrives
- Meeting with hotel staffs
- Meeting with NCAA/LOC/stadium
- Walkthrough

THURSDAY
- NCAA/committee stadium walkthrough
- Division I media day
- Division I coaches meeting
- Division I reception

FRIDAY
- Media credential pick-up
- Divisions I, II and III team practices (on and off-site)
- Divisions II and III coaches meeting
- Press conference
- Officials meeting
- Divisions II and III reception

SATURDAY
- Media credential pick-up
- Divisions II and III team practices (on site)
- Division I semifinal games
- Postgame press conferences

SUNDAY
- Youth clinic/tournament (if applicable, and subject to change)
- Pregame meeting
- Division I team practices
- Divisions II and III championship games
- Division II and III 20th anniversary team introduction at halftime
- Postgame press conferences

MONDAY
- Media credential pick-up
- Division I championship game
- Division I 25th anniversary team introduction at halftime
- Postgame press conference
SECTION IX: MARKETING

1. **Sales Phases.** The host and competition venue shall cooperate fully with the NCAA’s ticketing sales phases. The championship marketing and ticketing sales phases were developed to maximize resources while using local organizing committee staff time efficiently and effectively to obtain the maximum return on investment. The NCAA marketing and ticketing staff will drive the sales phase efforts and execute deliverables in collaboration with host and venue and marketing and ticketing staff.

2. **Marketing Plan.** Upon selection, the Host is required to submit a marketing plan and budget for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.

3. **Budget.** When the proposed budget is submitted, a minimum of $50,000 should be allocated for these purposes. The marketing budget should only include items needed for driving ticket sales for the championship. These types of expenses can include, but are not limited to digital and social media, advertising, grassroots marketing, printing costs and mailing costs.

4. **Creative Process.** The NCAA will provide all creative/artwork in conjunction with the championship. This includes, but is not limited to print pieces, digital banners, promotional signage, etc.

5. **Radio/TV.** The NCAA will provide the television and radio commercials to assist in selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, broadcast, in venue, etc.). All spots will be made available for download.

6. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Research Snapshot, NCAA Ticket Promotional Use Guidelines, and NCAA Micro-Site Guidelines.

7. **Ticket Purchaser Data.** The LOC/Host shall send the ticket purchaser database to the NCAA upon request. All relevant customer information must be included: First Name, Last Name, Address, City, State, Zip Code, Country, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price and Seat Locations.
1. At the time of the bid, submission must also include a complete ticket manifest, including suites, and a PDF or CAD drawing of the venue’s seating configuration and venue suite map.

2. **All seats in the competition venue’s configuration - including club seats** - shall be manifested and under the control of the NCAA for the NCAA’s and its designees’ exclusive use during the event period.

3. The host and competition venue shall cooperate fully with the NCAA’s official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall NOT be responsible for securing an exemption to any exclusive contracts the host, competition venue or surrounding areas/facilities might have, nor shall the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

   The NCAA may conduct sales using the NCAA’s official ticketing vendor and will manage the complete venue manifest, including suites and club seats. The NCAA will manage all ticketing printing needs for the NCAA holds and presale tickets while assigning specific duties and NCAA ticket stock to the competition venue as needed for all general public sales and box office sales.

4. The host and competition venue shall cooperate fully with the NCAA’s ticketing sales phases and printing timelines.

5. Should the NCAA use the competition venue’s primary ticketing vendors existing contract they must adhere to the following:
   - Host ticketing vendor to provide NCAA ticketing staff access to real-time reporting;
   - Host ticketing vendor shall allow only NCAA branding to be placed on all sales channels;
   - Customer data must be shared with NCAA at agreed upon times;
   - NCAA advance approval of convenience/ticket fees and an “inside fee” model shall be used;
   - The host venue system for access control, box office walk up sales and day of event issue resolution in the box office.

   The host ticket allotment will be assigned by the NCAA. At the time the host ticket allotment is assigned by the NCAA and agreed to by the host/venue those tickets are considered sold and may not be returned to the NCAA or released back to open inventory through any sales channels.

6. The competition venue and surrounding areas/facilities that are to be used must be in compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for the disabled.

7. The competition venue and host shall promote the sale of tickets for the event pursuant to a plan developed by the host in conjunction with the NCAA.
The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.

☐ YES   ☐ NO   ☐ NO with Exception

Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.
SECTION XI: TRANSPORTATION

The NCAA will attempt to arrange for courtesy vehicles to be used by the Association, pursuant to any existing corporate champion/partner program. If the corporate champion/partner program does not permit or the corporate champion/partner indicates that vehicles are not available, the host institution, conference or sponsoring agency shall provide a minimum of 10 courtesy vehicles for selected officials if requested by the NCAA primary staff liaison. The host and/or local organizing committee will be responsible for the delivery, pickup and parking of such vehicles.

In addition, the hosts must provide airport transportation to and from the assigned hotel for NCAA Lacrosse Committee members, head table personnel, officials, evaluators and NCAA staff. A shuttle service must also be provided to and from the stadium and the hotel (if the hotel is not within walking distance) for the officials and evaluators. If two parking spaces cannot be provided to each team it is preferred that a shuttle service be provided for members of the institution’s official travel party to and from the team hotel(s) and the stadium on all days of competition. A system must also be developed to provide the media either complimentary reserved parking or a similar complimentary shuttle service if the hotel is not within walking distance. Finally, local transportation, shuttle or light rail programs must be made available for spectators at discounted rates.

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SECTION XII: VOLUNTEER NEEDS

There are over 200 volunteers needed for this event.

<table>
<thead>
<tr>
<th>Area of responsibility</th>
<th>Number of volunteers needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team host/ambassadors</td>
<td>16</td>
</tr>
<tr>
<td>Media Services</td>
<td>30</td>
</tr>
<tr>
<td>Ball retrievers/runners</td>
<td>20</td>
</tr>
<tr>
<td>Fan Fest</td>
<td>50</td>
</tr>
<tr>
<td>Athletic training staff</td>
<td>20</td>
</tr>
<tr>
<td>Locker room attendants</td>
<td>10</td>
</tr>
<tr>
<td>Volunteer apparel coordinator</td>
<td>4</td>
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<tr>
<td>Volunteer coordinators/supervisors</td>
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<tr>
<td>Team receptions</td>
<td>12</td>
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<tr>
<td>Hospitality</td>
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<tr>
<td>Game Presentation</td>
<td>6</td>
</tr>
<tr>
<td>Gate Giveaways</td>
<td>10</td>
</tr>
</tbody>
</table>

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SECTION XIII: FINANCIAL TERMS

Guarantee – A minimum financial guarantee of 80% of gross receipts is required to host the championship. After gross receipts are determined, the NCAA will receive the established guarantee, followed by the host/LOC receiving the budgeted expenses or actual expense, whichever is less. Once both of those obligations have been met, if there are any remaining funds, the NCAA and the host/LOC will split those 80% for the NCAA and 20% for the host/LOC.

Concessions/Parking/Suite Revenue – Preferred consideration shall be given to those hosts, competition venue and surrounding area/facilities that agree to provide a revenue share model with regards to suite lease, suite/club food and beverage, parking and concessions.

The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.

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SECTION XIV: AGREEMENT TO TERMS AND CONDITIONS

PLEASE NOTE: The Men's Lacrosse Committees will consider bids for multiple years and/or single year bids. Consideration will be given to venues and/or host cities that can host both the Men's and Women's Lacrosse Championships (not specifically in the same venue).

Please indicate the year(s) in which you are interested in serving as host:

_____2023 (May 27-29)  _______2024 (May 25-27)

_____2025 (May 24-26)  _______2026 (May 23-25)

The championship host agrees to all terms and conditions as outlined above in the Championship Bid Specifications Agreement.

☐ Agree  ☐ Disagree

In addition to this form, please submit the following:

➢ Online key contact form.
➢ Online proposed budget and financial report.
➢ Facility site questionnaire.
➢ Pictures of the stadium, including the scoreboard/video board(s).
➢ Description of the stadium sound system.
➢ Description of the stadium markings, including logos. Please also list the floor dimensions of the stadium in a men's lacrosse configuration.
➢ Diagram of the facility that indicates seating (including the number of private suites, if available), and a color-coded map of the stadium with designated locker rooms, media and photographer work areas, hospitality area for coaches, student-athletes, media and volunteers, location of the head table, etc. delineated.
➢ Outline of the local organizing committee structure (organizational chart).
➢ Marketing/promotions plan and marketing contact information.
➢ Supporting events plan.
➢ Information regarding hotel accommodations, restaurant facilities and accessibility.
➢ Professional lighting survey of the venue taken within the last year. Professional sports stadiums that host NHL, NBA and NFL contests are exempt from this NCAA broadcasting mandate.
SIGNED:

Sponsoring Agency Representative ____________________________________________

Agency _________________________________________________________________

Address (Please list street, city, state and zip code for overnight mail.)

__________________________________________________________

Telephone Number (______) ____________ Facsimile Number (______) ____________

Email ______________________________
Memorandum

To:  
From:  
Date:  
Re: TV Compound Facility Power Verification

I confirm that __________________ located at ________________________________

Does have the power requirements listed below as stated in the NCAA Broadcast Manual and Policies to provide electricity to the television trucks.

Power requirements (TV compound). Three dedicated services of power (all three phase and 208 volts) for mobile A-unit (400 Amps), B-unit (200 Amps) and satellite uplink truck (100 Amps) shall be available for all NCAA championships live telecasts. An area for parking the mobile unit will be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in close proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install up to three production work trailers. Each trailer requires 220 volt, single phase and 100 amps per leg. If a facility meets all the requirements to host an NCAA championship, but does not have television adequate power, the host site may agree to provide necessary power by means of generators at the expense of the venue, LOC or host school.

Does not have the power requirements to provide electricity to the television trucks.

Additional Comments:
**Summary:** Following these recommended best practices will help ensure quality of light needed for safety of participants, enjoyment of spectators, and quality national championship final site television broadcasts, as required.

- Horizontal light levels: 125 footcandles
- Horizontal uniformity: 1.5:1
- Vertical light levels: 125 footcandles to center main side high camera
  - 75 footcandles to end line camera
- Vertical uniformity: 1.5:1 to main camera
  - 2.5:1 to end line camera
- Grid spacing: 30 ft x 30 ft

**Recommended pole placement:**

1. Special consideration for lighting placement is given to stadiums with customized roof mount potential.
2. All poles should be at least 45 feet from sideline.
3. On a 6-pole design, setback of middle poles will depend on the presence of bleachers.
4. Pole placement and aiming angles shall be designed to minimize glare for players, spectators, and television cameras.
5. For new facilities or upgrades, it is recommended to consult a lighting professional for optimal pole placement.